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MEET-5  
OTR Staff  
meeting

M I N U T E S

OTR STAFF MEETING

T u e s d a y  
12 Jan 54

Attendance:

Mr. Baird, D/TR

Document No. 005  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S (C)  
DDA Memo, 4 Apr 77  
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Date: 7 Feb 78 By: 022

Mr. Baird commented on the following items:

- a. During the recent DD/A staff meeting, Mr. Meloon and Mr. Saunders made reference to information obtained while overseas concerning overseas personnel who have returned to this country on home leave and who have been pulled into training by OTR and thereby seriously delaying their return to overseas assignments. Mr. Baird requested that this item be included on the agenda of the Training Officers meeting, Thursday, 14 January 1954.
- b. The Director, Central Intelligence Agency, at a recent DCI staff meeting, indicated his annoyance of the time involved for preparation of letters for his signature. Mr. Baird directed that staff and division chiefs receiving correspondence in the Office of Training set up a system whereby deadlines will not be overlooked and papers will not be allowed to remain in in-baskets with no action taken where action is required.
- c. [REDACTED] is no longer Publications Control Officer. He has been recently designated as Assistant to DD/A and [REDACTED] has been assigned to the position formerly held by Mr. [REDACTED]

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- d. DD/A in his recent staff meeting commented on the establishment of a half-year budget allocation. This procedure is designed to assist in the re-allocation of funds within the Agency wherever indicated. It was stated also that final quarter expenditures could not exceed expenditures made in previous quarters by more than 20 per cent.
- e. Petty cash accounts throughout the Agency are subject to unannounced audit, and it was stated that personnel responsible for petty cash accounts had been summarily dismissed when audits revealed personal I.O.U.'s in their petty cash accounts.
- f. The change with respect to the placing of the Personnel Office under DD/CI will become effective 18 January 1954. Mr. Meloon will become Deputy Assistant Director for Personnel.
- 25X1A g. Responsibility for T/O coordination has now been placed under the Management Improvement Staff, headed by [REDACTED]. In addition the DD/A will retain the responsibility for review and establishment of personnel ceilings within various components of the Agency.
- h. D/CI has indicated concern regarding certain members of Congress and the tenor of bills affecting CIA which may be introduced during the current session. He has directed that members of this Agency studiously avoid discussing any member of Congress or any legislation affecting CIA.
- 25X1A i. Mr. Baird queried those present as to what training is contemplated in the preparation of staff studies. C/BTD stated that it is planned to include such material in Phase III in connection with headquarters action in the [REDACTED] representing BICI, was requested to determine what steps are being taken by [REDACTED] in both 25X1A the basic and intermediate courses. Mr. [REDACTED] stated that [REDACTED] 25X1A had indicated his interest in conducting a course in English Writing. Considerable discussion took place concerning the best methods of improving English expression and English writing by employees of CIA. No definitive conclusions were reached.
- 25X1A j. C/BTD was queried concerning his planned meeting with [REDACTED] on the subject of inclusion of general services functions in the basic program. [REDACTED] stated that he would definitely see Mr. [REDACTED] this week. 25X1A
- 25X1A k. Chief, Management Training Division, briefly outlined the content of the Management Training Course presented [REDACTED] during the past week. He also passed out memoranda assigning various personnel in the Office of Training to the Human Resources Program to be presented during the latter part of January and early part of February.

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1. Mr. Baird requested that the Administrative Officer insure that all intelligence course announcements are sent to [REDACTED] Training Officer, DD/A. 25X1A
- 25X1A m. Mr. [REDACTED] was requested to initiate preparation of sections of the OTR Catalogue dealing with old TR(G) programs, and [REDACTED] stated that this step had already been taken and that the drafts would be sent back to division chiefs for their final review before inclusion in publication. 25X1A
- 25X1A n. Mr. [REDACTED] commented on the publications responsibilities of OTR and stated that he intends to write a treatise on the principles of editing and would insure that a system is established for determining publication priorities. He feels that the publications board should have this responsibility.
- o. It was stated that January 15 would be the final date for submission of promotion recommendations for the February meeting of the OTR Career Service Board.
- 25X1A p. Mr. [REDACTED] was queried as to whether [REDACTED] Chairman of the Clandestine Services Training Committee had been in contact with [REDACTED] on the subject of typing assistance for members of the Clandestine Services. Mr. [REDACTED] stated that he thought this had taken place; however, he would follow up to be sure. 25X1A
- 25X1A q. Mr. Baird stated that [REDACTED] senior representative, Far East, is in Washington and that both he and [REDACTED] would have opportunity to meet with the [REDACTED] before he returns to his overseas post. Staff and division chiefs were requested to submit any items which they felt appropriate for discussion between D/TR and the senior representative, Far East. 25X1A 25X1A
- r. Mr. Baird reviewed the items which he felt should be discussed with the Inspector General at the conclusion of his inspection of the Office of Training, and asked for suggestions from members of the staff concerning any other items which might be appropriate to include on this agenda.
- 25X1A s. Mr. [REDACTED] announced the current progress on revising T/O structure. Meetings have already been held between the Personnel Officer and the chiefs of staffs and divisions formerly under TR(S); similar arrangements are being made with respect to former TR(G) divisions.

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